

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MASSACHUSETTS  
Clerk's Office  
Harold D. Donohue Federal Bldg. & Courthouse  
595 Main Street, Suite 502  
Worcester, MA 01608  
508-929-9900

TO: John P. Mayer, Clerk of Court  
814 Theodore Levin U.S. Courthouse  
231 West Lafayette Boulevard  
Detroit, MI 48226

Our Case No.: 04-CV-40173FDS  
Case Caption:  
P&M Services, Inc. V Andre Lavalley

Please be advised that this case has been transferred to: The United States District Court for the District of Michigan

Attached please find a copy of the INTERNAL docket sheet and a copy of the transfer order.

Following are instructions for retrieving the electronic case filings:

- Go to the Court's web site - [www.mad.uscourts.gov](http://www.mad.uscourts.gov)
- Select Case Information and Click on CM/ECF - Pacer System
- At login type: your court's PACER login and password
  - Skip "Client Code". Click login
- Once you are into CM/ECF, to print the public docket sheet click:
  - Reports, Docket Sheet, Type in Case number and Run Report and then print
- To save the docket as a PDF file, go to print and change the printer to Acrobat Writer/Distiller and save as a PDF file to be retrieved later.
- To print each item on the docket sheet click on the underlined document number and print.
- To save a copy of the document to add to your docket, click on the disk icon on the menu bar under the blue CM/ECF menu bar and save as a PDF file in a folder to be retrieved later.
  - If the document does not have an underlined document number or if it does not have a document number at all, then there will be nothing to print. The entry will be just what is printed on the docket sheet.

NOTE: ONCE YOU HAVE RETRIEVED THE NECESSARY INFORMATION PLEASE  
E-mail me at [sherry\\_jones@mad.uscourts.gov](mailto:sherry_jones@mad.uscourts.gov) with your court's case information.

Thank You

SARAH THORNTON, Clerk  
By: Sherry Jones  
Deputy Clerk

Date: April 15, 2005

I have also included hard copy documents along with a sealed document from our original file.  
Docs #17,14, 2, 1.